

Part-time Administrative Assistant

Community Preservation Committee

Performs standard clerical support and other administrative functions for the Community Preservation Committee. Under the direction of the Chairman performs a wide variety of secretarial assignments. Duties include posting agendas, attendance at evening meetings, recording and filing meeting minutes, processing invoices, preparing contracts and correspondence. Performs all other related work as required. Must possess excellent computer skills. Job Description is attached. Cover letter, Town application, resume and three references to Sheila Manning, Town Administrator's Office.